

**DEPARTMENT OF THE TREASURY
FEDERAL LAW ENFORCEMENT TRAINING CENTER
GLYNCO, GEORGIA 31524**

FLETC DIRECTIVE (FD)

NUMBER: 10-01

Subject:

DATE: 11/19/87

Sunset Review:

USE OF FLETC BUREAU SEAL, FLETC INSIGNIA
AND THE TREASURY SEAL

1. PURPOSE. This directive prescribes use of the FLETC seal, other similar Federal Law Enforcement Training Center insignia, and the Treasury seal for both normal official use and other specialized uses.

2. SCOPE. The provisions of this directive apply to all FLETC seals and other insignia used in a similar manner or as a substitute for the seal, and to the Treasury seal.

3. CANCELLATION. FLETC Directive 10-01, Use of FLETC Bureau Seal and Treasury Seal, dated February 8, 1984.

4. POLICY. Any use of the FLETC Bureau Seal, FLETC logo/insignias and the Treasury Seal shall be approved by the Director prior to such use. Staff and students shall not create, commission the creation of, or modify existing uses of items reflecting the FLETC Seal, FLETC logo/insignias, or the Treasury seal without having first obtained the written approval of the Director.

5. REFERENCES

a. Treasury Directive No. 12-51, Affixing the Department of the Treasury Seal, dated January 29, 1987.

b. Treasury Directive No. 25-01 Authentication of Department of the Treasury Documents, dated July 29, 1983.

c. Center Order No. 9, Authority to Affix the Seal of the Department of the Treasury.

d. 18 U.S.C., Section 701.

6. DEFINITION. The "Seal of the Department of the Treasury" is the center portion of the Treasury and FLETC seals, i.e., the shield with the scales, stars and key. The outer circle may read: "The Department of the Treasury", or "Federal Law Enforcement Training Center". For the remainder of this directive, the term "seal" means both the Department and/or the Bureau seals.

"Logo/insignia," as referred to in this directive, includes use of the letters "FLETC", the words "Federal Law Enforcement Training Center", Center office/division designators, any portion of the seal, other symbols approved by the Director, or any likeness, combination or colorable imitation thereof.

7. AUTHORIZED USES.

a. Normal Official Use. Normal official use of the seal/ insignia includes the authorized affixation of the seal/insignia on documents and the reproduction of the seal/insignia on FLETC property, including stationery. The use of the press-seal to affix the FLETC seal is limited to diplomas, certificates of training, certificates of award, and other official documents which require authentication.

b. Other Uses of the Seal/Insignia. The seal/insignia may be:

(1) Affixed to calling cards, as shown in Attachment 1. (Attention is called to the prohibition in the printing regulations against the printing of calling cards at public expense.)

(2) Affixed to personal items, for sale to students and staff through the FLETC Recreation Association, when personally approved by the Director to ensure they do not adversely reflect on the Department or the Center. The Center shall notify in writing the manufacturer of items bearing the seal/insignia that these items only may be sold by the FLETC Recreation Association through the Convenience Store. Further, the operator of the Convenience Store shall be notified in writing of the limited category of purchasers of items bearing the seal/insignia so that they will not be made available to the public at large.

(3) Affixed to plaques or other commemorative souvenirs for the presentation to employees or non-employees who have rendered service to the FLETC and which have received prior approval from the Director or Assistant Director responsible for their distribution.

Any other usage of the seal/logo/insignia may be approved on a case-by-case basis by the Assistant Secretary of the Treasury (Management) and by the General Counsel of the Treasury. Written requests are to be forwarded through the Deputy

Director and Director to the Assistant Director (Administration) who will process the request for approval.

8. PRESS-SEAL USAGE.

a. Center Order No. 9 authorizes the Assistant Director (Administration) and the Deputy Assistant Director (Administration) to affix the seal in the authentication of originals and copies of books, records, papers, writings, and documents of the Department, for all purposes, including the purposes authorized by 28 U.S.C. 1733(b).

b. The Assistant Director (Administration) is responsible for:

(1) Ensuring that all press-seals are retained in locked safes.

(2) The destruction of press-seals that are no longer functional.

(3) The procurement of replacement press-seals.

(4) Maintaining only a minimum number of press-seals necessary to meet requirements.

8. RESPONSIBILITY. All staff, students, and Center contractors are responsible for seeking proper approval for use of the seal/logo/insignias prior to engaging in any activity which will result in the use, wearing, or display of such seal/logo/insignia.

9 OFFICE OF PRIMARY INTEREST. Office of Administration.

Charles F. Rinkevich
Director